

These [Selection Regulations](#) implement the rules issued by Civil Service that govern how State Departments consider and select candidates for vacant positions.

This [Preapproved Job Change Listing](#) provides all the lateral jobs to which employees in a selected position code can move; i.e. be transferred, reassigned or demoted. If the job change is to any level at, or lower than, indicated on the preauthorized lateral job change list, Civil Service review of the qualifications is not necessary.

[Regulation 3.07](#) provides guidance for filling positions with various appointment types. The following appointment types can be used when filling positions:

Career Appointment: An appointment to a classified position that is expected to last the equivalent of 90 full-time (80 hours in a pay period) workdays or more. A career appointment may be an indefinite appointment or a limited-term appointment.

Emergency Appointment: An appointment based upon a short-term, urgent need. An employee in an emergency appointment is not entitled to (1) sick or annual leave accruals, (2) holiday pay, (3) enrollment in state-sponsored insurance plans, (4) service credit for any purpose, (5) continued employment, (6) status, or (7) employment preference rights.

Indefinite Appointment: A career appointment with no fixed ending date at the time of appointment.

Intermittent Career Appointment: A career appointment with hours varying each pay period based on workload.

Limited-term Appointment: A career appointment that has a fixed ending date at the time of appointment. (It may be full or part-time)

Noncareer Appointment: An appointment to a classified position that is expected to last less than the equivalent of 90 full-time workdays in a calendar year. An employee in a noncareer appointment is not entitled to (1) sick or annual leave accruals, (2) holiday pay, (3) enrollment in state-sponsored insurance plans, (4) service credit for any purpose, (5) continued employment, (6) status, or (7) employment preference rights.

Part-time Appointment: A career appointment with less than 80 hours a pay period.

Seasonal Appointment: A career appointment in which work is limited to a fixed part of the year.

Student Appointment: An appointment to a designated student classification. An employee in a student appointment is not entitled (1) sick or annual leave accruals, (2) holiday pay, (3) enrollment in state-sponsored insurance plans, (4) service credit for any purpose, (5) continued employment, (6) status, or (7) employment preference rights.